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NASA Procedural Requirements

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Subject: NASA Emergency Management Program Procedural Requirements

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Chapter 4. Phases of Emergency Management

4.1 Mitigation

4.1.1 Mitigation activities are those that prevent the occurrence of an emergency or reduce the Agency's vulnerability in ways that minimize the adverse impact through the combination of risk assessment and prevention measures. Activities or actions that may serve to mitigate include, but are not limited to the following:

a. Identification of mission-critical functions, services, and infrastructure. b. Use and application of current federal and NASA regulations and state or local codes where applicable. Examples include:

(1) 42 U.S.C. 11001 - 11050, the Emergency Planning and Community Right-to-Know Act of 1986.

(2) 29 CFR 1910.38, "Employee Emergency Plans and Fire Prevention Plans."

(3) 29 CFR 1910.119, "Process Safety Management of Highly Hazardous Chemicals."

(4) 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response."

(5) 9 CFR Part 130, "Oil Spill Prevention and Response Plans."

(6) 49 CFR Subchapter C, "Hazardous Materials Regulations," Parts 171-180; National Fire Protection Association National Fire Code; and local building codes.

c. Development, installation, and exercise of alert/warning systems.

d. Protection and strengthening of existing facilities. (Examples include: earthquake resistance; high wind resistance; securing loose objects; and protection from high water, flying glass, and other debris.)

e. Long-term master planning that includes facility strengthening in the initial design and relocating vulnerable facilities to safer locations.

f. Preventive measures with implementation tied to threat-specific levels.

g. Institute agreements with governments and other Federal, state, and local agencies in accordance with applicable NASA Headquarters or Center policies and processes.

4.2 Preparedness

4.2.1 Each NASA Center shall establish preparedness activities, programs, plans, and systems to ensure readiness and enhance response to an emergency or disaster. To achieve this goal, Headquarters and each Center will develop an EMP including but not limited to:

a. Designation of a Center Emergency Management Officer/Coordinator who must have completed the FEMA Professional Development Series in Emergency Management within six months of appointment, or a current Certified Emergency Manager.

- b. Conducting a Threat and Hazard Identification and Risk Assessment (THIRA) in accordance with Comprehensive Preparedness Guide (CPG) 201, "Threat and Hazard Identification and Risk Assessment Guide." NASA Centers shall conduct a thorough vulnerability analysis using the CPG to identify potential hazards and threats. Center EMPs will use the THIRA template to document and maintain the assessment.
- c. Each center shall perform resource typing using the Resource Typing Library Tool (RTLTL) national resource typing definitions and job titles/position qualifications. This will provide a common language for the mobilization of resources (equipment, teams, units, and personnel) prior to, during, and after major incidents. Center will also identify "unique" resources that are available to support emergencies at other NASA Centers.
- d. Identification of personnel requiring NIMS training and ensure that specified training for their position/duties is completed and maintained in the individual's training file.
- e. Conduct exercises and drills with performance assessment and corrective action plans for emergency response and recovery improvement.

4.3 Response

4.3.1 Certain emergency response procedures require unique and specialized plans and actions that can be anticipated and pre-planned to support the overall response effort. In this regard, each NASA Center EMP shall contain plans, procedures and checklists to support specific emergency response activities. These must include, but not be limited to the following:

- a. Activation of Center emergency response teams and mobilization of designated first responders and "essential personnel" at all times of the day.
- b. Activation of the Center EOC and alternate EOC, if required.
- c. Use of the NIMS as the designated response operating protocol and use of the standardized Incident Command System (ICS) forms to include:
 - (1) ICS-201 Form - Incident Briefing.
 - (2) ICS-202 Form - Response Objectives.
 - (3) ICS-203 Form - Organization Assignment List.
 - (4) ICS-204 Form - Assignment List.
 - (5) ICS-205 Form - Incident Radio Communications Plan.
 - (6) ICS-226 Master EOC Log or software equivalent.
 - (7) ICS-307 Resource Request Message or software equivalent.
 - (8) ICS-308 Resource Order Form or software equivalent.
 - (9) ICS 209 INCIDENT STATUS SUMMARY or software equivalent
- d. Coordination with interagency response and management teams as well as with local, state, and Federal agencies.
- e. Conducting initial, post-disaster damage assessments of facilities and operations.

4.4 Recovery

4.4.1 Recovery is the activity or phase that involves restoring all systems to normal. Short-term recovery involves returning vital life-support systems to minimum operating standards. Long-term recovery may take years and could involve total redevelopment.

- a. Each NASA Center EMP shall contain plans and procedures that ensure the short-and long-term continuance of the NASA Center or mission-critical functions, services, and infrastructure. This should also include the specific NASA contracts needed to sustain those missions.
- b. EMP, COOP plans, and emergency operating records shall identify recovery priorities of systems and operations and provide capabilities and program data to include but not be limited to the following:
 - (1) Lessons learned to improve performance and communications.
 - (2) After-action reports assessing capabilities and corrective actions.
 - (3) Damage assessment for prioritization of projects.

- (4) Recovery actions for execution of those prioritized projects.
- (5) Resource shortfalls and impacts which degrade baseline capabilities.
- c. Ensure appropriate reporting on expenditures to the Office of the Chief Financial Officer. (Refer to Office of Management and Budget (OMB) Circular A-11 for detailed list.)
- (1) Prepare procurement contingency packages to include the following:
 - (2) Existing access of emergency personnel and equipment to NASA facilities.
 - (3) Allocation of Government vehicles and equipment.
 - (4) Frequent reporting of facility status and reallocation of assets.
 - (5) Reports and records.
 - (6) Disaster assistance.
- e. Identify fixed, mobile, and transportable telecommunications assets.
- f. Identify local and backup power generating and distribution facilities.

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